

Town of Nolensville

Job Description

Job Title: Engineering Assistant
Reports To: Town Engineer
Supervises: None
FLSA Status: Non-Exempt
Approved Date: July 24, 2018

I. Purpose of Job

Responsible for reviewing subdivision and land development submittals for compliance with the Town's Subdivision Regulations, State law, and sound transportation and land use principles. Assists the public with requests for information regarding subdivision regulations and zoning requests. Maintains various databases and spreadsheets for Engineering Department use. Works with the Town Engineer and acts as a resource. Assists the Town Engineer with various duties as assigned.

II. Essential Job Duties

A. Review Preliminary and Final Plat Submittals

- Review preliminary and final plat submittals for compliance with the Town's subdivision regulations

B. Prepare and Present Effective Oral and Written Communication

- Prepare various correspondence relating to the acceptance of performance and maintenance bonds
- Attend meetings and draft notes as assigned
- Research, compile and analyze data for special projects and various reports as assigned
- Develop/revise standards, policies and procedures related to subdivision development along with the Town Engineer
- Establish and maintain effective communications and working relationships with representatives of multiple external agencies, other Town staff, department heads, elected officials, other local officials and groups, and the general public
- Understand and follow oral and written instructions
- Create/maintain various databases and spreadsheets

C. Interpret, Explain and Enforce Town Policies and Procedures

- Assist the public with requests for information and problem solving by identifying the needs of the constituent; direct to other sources of information when necessary
- Meet with developers, engineers, surveyors and the general public to interpret, explain and enforce Town policies and procedures concerning land development regulations
- Respond to questions regarding various development, permitting, zoning and drainage problems
- Readily complies with departmental and Town-wide policies and procedures

D. Coordinate/Perform Inspections

- Coordinate inspections of subdivisions with Town Planning inspections

- Inspect construction sites to ensure compliance with Erosion Prevention and Sediment Control measures

E. Related Special Projects as Assigned

- Works at the direction of the Town Engineer to successfully accomplish department objectives and goals

III. Other Job Duties

Performs other job duties including:

- Works at the direction of the Town Engineer who also advises/assists the Public Works Department in the selection and installation of traffic controls/markings and maintenance and operation of traffic control signals; programs traffic signals.

IV. Equipment Operated

Operates motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, telephone, blueprint copier, drafting tools, engineer/architect scales, and two-way radio.

V. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

- Sit at a desk or other workstation, drawing, typing, filing, making copies, standing and communicating with other employees, external persons and agencies and the general public
- Frequently stand or walk and use hands to finger, handle, or feel
- Occasionally sit, reach with hands and arms, climb or balance, stoop kneel or crawl
- Regularly talk or hear
- Able to write and read to a size 10 font
- Occasionally lift up to 10 pounds

Work Environment: Performance of the essential duties of this job requires:

- Work in all kinds of indoor and outdoor environments including inclement weather and frequent exposure to outdoor weather conditions
- May be exposed to dust, extreme noise and/or hazardous chemicals
- The Town has adopted a tobacco-free workplace policy

VI. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform the required job duties are normally acquired through a high school diploma or equivalent and two (2) years of experience with civil engineering or related field.

Other minimum requirements include:

- Proficiency with various computer applications (e.g., MS Office Suite, including spreadsheets, databases, electronic timekeeping, etc.) and office equipment.
- Ability to type and enter data with sufficient speed and accuracy
- Excellent interpersonal, oral, and written communications skills
- Ability to work effectively with co-workers, employees, and management in a pleasant, professional manner
- Must have strong organizational skills and proven ability to maintain accurate, detailed records
- Must be able to work under pressure in a high-volume office, produce accurate work and meet established deadlines
- Must be professional, dependable, resourceful and able to work independently
- Must maintain a satisfactory Motor Vehicle Record

Preferred Certifications/Licenses:

- Associate degree in Engineering Technology or currently working towards a Bachelor's Degree in Engineering, or a science-related field.